



POLICY COMMITTEE

February 4, 2025 @ 4:30 p.m.

Via Zoom Video Conference

AGENDA

1. Call to Order and Acknowledgement.....

P. Desjardins
2. Approval of Agenda.....

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P. Desjardins
3. Approval of Minutes – January 14, 2025.....

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P. Desjardins
4. Review of Initial Section 2.00 Organization.....

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A. Cooper
5. Drafts/Samples to be discussed by Anne at this meeting.....

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5.1 Policy 2.10 Truth and Reconciliation.....

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5.2 Policy 2.50 Parent Engagement.....

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5.3 Policy 2.60 Partnerships, Corporate Sponsorship and Donations....

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6. Current Policy recommended to be repealed, and documentation established as an Administrative Procedure

6.1 Policy 5120 Surveys.....

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7. Questions/Comments

Next Meeting: March 4, 2025

4:30 – 6:00 pm

Via Zoom Video Conference

ADJOURNMENT

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**BOARD OF EDUCATION  
SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)**

**DRAFT MINUTES OF THE POLICY COMMITTEE MEETING  
January 14, 2025**

**PRESENT:**

**Board Representatives:**

Pattie Desjardins	Trustee	Chair
Wendy Clark	Trustee	Alternate Committee Member
Andrea Hensen	Trustee	Non-Voting Observer
Linda Kerr	Trustee	Non-Voting Observer

**Special Guest:**

Anne Cooper	Consultant
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**Committee Representatives:**

Greg Lawley	Principal	FCPVPA
April Hendrickson		IEC
Lynne Marvell	Union President	FCTA

**District Staff:**

Balan Moorthy	Superintendent
Gerry Slykhuis	Secretary Treasurer
Renge Bailie	Assistant Superintendent
Crystal Medlock	Executive Secretary
Deb McKinney	Executive Secretary

**Regrets:**

Wendy Colman-Lawley	Trustee	Committee Member
Wade Peary	Principal	FCPVPA
Shannon Dobson		CMAW
Megan Kempenaar	Teacher	FCTA

**1. Call to Order and Acknowledgment**

The meeting was called to order at 4:33 pm via Zoom conference call. Trustee Pattie Desjardins acknowledged that the meeting was being held on the shared territory of the Cheam, Sts'ailes, Sq'ewlets, Sq'ewqel, Shxw'owhámél, Seabird Island, Nlaka'pamux and Chawathil people.

**2. Approval of Agenda – January 14, 2025**

**DESJARDINS/CLARK**

THAT the agenda of the Policy Committee meeting held on January 14, 2025, be approved as presented.

**Carried**

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**3. Approval of Previous Minutes – December 3, 2024**

**DESJARDINS/CLARK**

THAT the minutes of the Policy Committee meeting held on December 3, 2024, be approved as presented.

**Carried**

**4. Drafts up for review:**

**4.1 Policy 1.10 Vision and Mission**

Anne reviewed the Board of Education's current Vision and Mission Statement with the committee and it was confirmed that Policy 1.10 would be discussed at an upcoming Board of Education Strategic Planning Meeting before being brought back to the committee.

The committee discussed and agreed that Policy 2000 – Belief Statement and Policy 2010 – Mission Statement should be repealed to support the ongoing work by the Board of Education to update these statements.

**DESJARDINS/CLARK**

THAT the Policy Committee recommends to the Board of Education that Policy 2000 – Belief Statement and Policy 2010 – Mission Statement be repealed with the intent that they will be replaced in the future with Policy 1.10 Vision and Mission.

**Carried**

**4.2 (NEW) Policy 1.20 Board Authority, Role and Responsibilities**

After Anne reviewed the policy, the committee worked together to make some edits to make it easier to read and understand the role and responsibilities of the Board of Education.

Following discussion and edits, the committee felt that Policy 1.20 – Board Authority, Role and Responsibilities - was ready to be sent to the Board of Education for Public Notice and Comment from our Stakeholders.

**DESJARDINS/CLARK**

THAT the Policy Committee recommends to the Board of Education that Policy 1.20 – Board Authority, Role and Responsibilities be authorized for consultation and circulated for a thirty-day period for public comment and feedback.

**Carried**

#### 4.3 Policy 1.70 Trustee Remuneration

The committee determined that item number 3 – *Trustee attendance at meetings during term of office shall be posted on the website* – should be removed from the Policy going forward.

It was also noted that the current remuneration amounts listed in Policy 1.70 will need to be adjusted soon using the Vancouver Consumer Price Index which is expected to be released closer to February 2025. Once the updated amounts are released, the Trustee Annual Remuneration Rates will be updated within the policy, and thereafter each January/February as rates fluctuate.

After these changes, the committee felt the policy was ready to be sent to the Board of Education for Public Notice and Comment from our Stakeholders.

#### CLARK/HENDRICKSON

THAT the Policy Committee recommends to the Board of Education that Policy 1.70 – Trustee Remuneration be authorized for consultation and for the policy to be circulated for a thirty-day period for public comment and feedback.

**Carried**

#### 5. Discussion regarding the Development and Communication of Administrative Procedures:

##### 5.4 AP A.1 Development of Administrative Procedures

Highlights from the discussion:

- Anne went over the purpose, responsibilities and importance of developing Administrative Procedures for when we want to provide direction
- It is very important to use plain language and define ALL acronyms
- We must be transparent about communicating updates to staff, partners and rightsholders and it is important updates are communicated to the appropriate people
- Administrative Procedures will be published on the website
- Administrative Procedures are intended to help bring consistency in the district when dealing with various situations that arise
- When a policy gets changed to a procedure it will be communicated as described within the Administrative Procedure Administration 1

#### 6. Current Bylaws recommended to be repealed, and documentation established as an Administrative Procedure: **Bylaw 20 – Office Hours**

Anne helped the committee understand why Bylaw 20 – Office Hours should be repealed and replaced with an Administrative Procedure.

The committee discussed and agreed that Bylaw 20 – Office Hours should be repealed as a policy but replaced with **AP Administration 2 District Education Office Hours**.

**DESJARDINS/CLARK**

THAT the Policy Committee recommends to the Board of Education that Bylaw 20 be repealed, to be replaced with an Administrative Procedure – AP Administration 2 District Education Office Hours.

**Carried**

7. **Questions/Comments** – There were no additional questions or comments.

**Next Meeting:** February 4, 2025 - 4:30-6:00 pm  
Via Zoom conference call

**ADJOURNMENT**

**DESJARDINS/**

THAT the meeting be adjourned at 6:15 pm

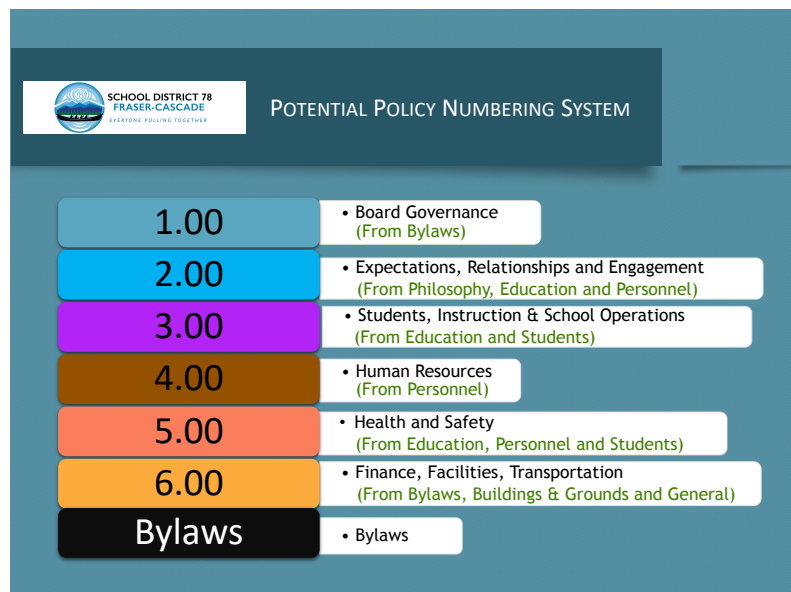
## BYLAW AND POLICY REVISION PROJECT

### POLICY COMMITTEE – FEBRUARY 4, 2024 – SECTION 2.00

#### 1. Review of Initial Section 2.00 Organization

The committee may recall our tentative organization for the overall policy manual, with Section 2.00 being considered at this meeting.

A review has been completed of all remaining documents within the current policy manual, with the objective of compiling all policies that relate to Expectations, Relationships, and Engagement within one section. Policies within current Sections 5000 and 6000 include the content for this new section.



The suggested organization of those policies recommended to be maintained is outlined in the table below, with [hyperlinks](#) for current bylaws and policies, for ease of reference. Further, we wish to have a discussion regarding the regulations within current policy and suggest they be addressed through Administrative Procedures.

Suggestions have been made with respect to the groupings and order of policies within the section, with new numbering in place. Again, we will use the “tenths place” to flag a key topic, with the “hundredths’ place” to flag a policy with related and/or supporting content.

The policies to be considered in this meeting are highlighted in [blue](#). Policies that have been considered by the policy committee, and referred to the Board, or those that were completed earlier in this project are highlighted in [green](#). Within this section, I am enclosing a [sample policy](#), so we can discuss whether to proceed with such a policy

Suggested Policy Number and Name	Previous Policy
2.10 Truth and Reconciliation (New)	Sample for discussion
2.20 Commitment to Diversity, Equity and Inclusion	<a href="#">6205 Discrimination</a> <a href="#">5100 Multiculturalism in Education</a>
2.30 Addressing Concerns And Complaints	<a href="#">6750 Natural Justice - Process for Resolution of Concerns</a>
2.40 Public Interest Disclosure	<a href="#">6220 Whistleblower Protection</a>
2.50 Parent Engagement	<a href="#">5002 District Parent Advisory Council</a> <a href="#">5000 School Parent Advisory Council</a>
2.60 Partnerships, Corporate Sponsorship and Donations	<a href="#">5055 Formal Business/Education Partnerships</a>
2.70 Use of Board Property for Child Care	<a href="#">5015 Early Learning Partnerships</a>

## 2. Policies that offer little guidance and are recommended to be repealed outright:

None within this section

## 3. Drafts/Samples to be discussed at this meeting

- 3.1. 2.10 Truth and Reconciliation
- 3.2. 2.50 Parent Engagement
- 3.3. 2.60 Partnerships, Corporate Sponsorship and Donations

## 4. Current Policy recommended to be repealed, and documentation established as an Administrative Procedure

- 4.1. [5120 Surveys](#) – In accordance with AP Administration1- Development of Administrative Procedures, a draft Administrative Procedure is provided.

## **POLICY 2.10 TRUTH AND RECONCILIATION**

The Board of Education respectfully acknowledges the work of the National Truth and Reconciliation Commission regarding residential schools in Canada and the resulting 94 Calls to Action, including the Calls to Action specifically related to education (calls to action 6-12 and 62-66)

While the Board recognizes that the Truth and Reconciliation: A Commitment to Action plan was developed in consultation and with the active involvement of the Indigenous community, it must be expressed that the responsibility of Reconciliation should not fall solely on their shoulders, it must rightfully fall upon everyone.

In respect of this commitment, the Board commits:

- that all students graduate with knowledge of residential schools and their devastating impacts on Indigenous communities in Canada and that they recognize the importance of their contributions to the reconciliation process;
- to the continued implementation and development of First Nations language and cultural programs;
- to provide opportunities to all staff and students to learn more about the richness of local First Nations worldviews and cultures; and
- to implement, promote and enforce anti-racism strategies as it relates to Indigenous students, families and communities.





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## **POLICY 2.50 PARENT ENGAGEMENT**

The Board of Education believes that parents are partners in our educational system. The Board considers parental engagement is crucial to promote a positive learning environment, and promote open and two-way communication between parents, schools, the District and the Board. This parental input, advice and feedback are essential elements in the development of a positive relationship between home and school.

The Board recognizes that school Parent Advisory Councils (PACs) play a positive role in a school's organization. The primary focus of a PAC is to improve the quality of school/community life, by promoting and supporting education. In keeping with this intent, the Board expects that school personnel will actively encourage and support PAC involvement in the schools.

The Board believes that a District Parent Advisory Council (DPAC) will enhance communications among the school Parent Advisory Councils (PACs), the District, educational partner groups and the community at large. The primary focus of DPAC is on programs and policies that have an impact on students and parents in the District.

The Board also believes in a consultative process to gather parental input on issues affecting students and schools in the district.

**[DRAFTING NOTE – USE BCCPAC LEADERSHIP MANUAL FOR PREVIOUS PROCEDURES AND PROCESSES]**

### **DPAC Engagement**

1. The Board will provide a liaison Trustee to the DPAC, upon request.
2. The DPAC shall conduct its affairs in accordance with the School Act.
3. The DPAC is expected to follow the Code of Ethics and Conflict of Interest Guidelines of the BC Confederation of Parent Advisory Councils (BCCPAC).
4. The Superintendent, or designate, will be available to attend any meeting of the DPAC in a non-voting capacity.
5. The Superintendent, or designate, will assist the DPAC by providing meeting facilities and facilitating the use of district communications systems.

## Policy 2.## - School Parent Advisory Councils

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6. The Board, in setting a budget, will annually determine the amount of funding to be provided to the DPAC.



## **POLICY 2.50 ~~5000 SCHOOL PARENT ADVISORY COUNCIL~~ ENGAGEMENT**

### **~~POLICY 5002 DISTRICT PARENT ADVISORY COUNCIL~~**

The Board of Education ~~for School District 78 (Fraser-Cascade)~~ believes that parents are partners in our educational system. The Board ~~believes~~considers ~~that~~ parental ~~involvement~~engagement ~~is~~ helps to ~~crucial~~ to promote a positive learning environment, and promotes ~~s~~ open and two-way communication between parents, schools, the District and the Board. This parental input, advice and feedback are essential elements in the development of a positive relationship between home and school.

The Board recognizes that school Parent Advisory Councils (PACs) play a positive role in a school's organization. The primary focus of a PAC is to improve the quality of school/community life, by promoting and supporting education. In keeping with this intent, the Board expects that school personnel will actively encourage and support ~~parent and community~~PAC involvement in the schools.

The Board ~~of Education~~ believes that a District Parent Advisory Council (DPAC) will enhance communications among the school Parent Advisory Councils (PACs), the District, educational partner groups and the community at large. The primary focus of DPAC is on programs and policies that have an impact on students and parents in the District.

The Board ~~of Education~~ also believes in a consultative process to gather parental input on issues affecting students and schools in the district.

~~Parents have a legislated right to participate in public decision-making and related activities that affect their children's school environment.~~

## **[DRAFTING NOTE – USE BCCPAC LEADERSHP MANUAL FOR PREVIOUS PROCEDURES AND PROCESSES]**

### **~~Governance and Membership~~**

- ~~1.—The Board of Education shall establish a DPAC at the request of the executive of a parent advisory council.~~
- ~~2.—The DPAC will adopt a constitution and bylaws governing its meetings and the business and conduct of its affairs. A current copy of those bylaws will be submitted to the Board of Education and posted on the district's website.~~

## Policy 2.## - School Parent Advisory Councils

- ~~3. All PACs in School District No. 78 (Fraser-Cascade) are eligible to be voting members of the Council. Each PAC is eligible to have one (1) voting member on the DPAC.~~

### DPAC Engagement Mandate

- ~~1. The DPAC Chair will be requested to select two parent representatives to serve on Board Standing Committees, and one parent representative to serve on Board Administrative Committees.~~
- ~~2. DPAC will be invited to consult through Board of Education Committees, and growth planning processes on matters of finance, policy, governance, and educational programming.~~
1. The Board of Education will provide a liaison trustee-Trustee to the DPAC, upon request.
- ~~3.~~
- ~~1.~~ The DPAC shall conduct its affairs in accordance with the School Act.
- 2.
- ~~4. The DPAC is expected to follow the Code of Ethics and Conflict of Interest Guidelines of BCCPAC.~~

### Function

3. The DPAC is expected to follow the Code of Ethics and Conflict of Interest Guidelines of the BC Confederation of Parent Advisory Councils (BCCPAC).
- ~~1.4.~~ The Superintendent-of-Schools, or designate, will be available to attend any meeting of the DPAC in a non-voting capacity.
- ~~2.5.~~ The Superintendent-of-Schools, or designate, will assist the DPAC by providing meeting facilities and facilitating the use of district communications systems.
- ~~3.6.~~ The Board, in setting a budget, will annually determine the amount of funding to be provided to the DPAC.

### **POLICY 2.60 PARTNERSHIPS, CORPORATE SPONSORSHIPS AND DONATIONS**

The Board of Education supports the establishment of formal partnerships between schools and business or community organizations. Such partnerships are to be established only when the educational programs of students are appropriately enhanced.

Further, the Board acknowledges and values the many informal associations and connections between schools and business or community organizations.

The Board believes that selling or providing access to a captive audience in the classroom for commercial purposes could be considered as a violation of the safe and secure environment for students. The sale, the promotion of sales or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise is prohibited.

The Board also believes the receiving of donations and related issuance of official charitable donation receipts can contribute to the advancement of education in the school district. Official charitable donation receipts can only be issued in compliance with the requirements of the Income Tax Act.

The Board expects that the criteria set out in the guidelines to this policy will serve as a standard for formal partnership interactions in the district.

#### GUIDELINES

1. Formal partnerships may be initiated at the school or district level but, in all cases, will be submitted to the offices of the Superintendent or of the Secretary-Treasurer for evaluation.
  - 1.1. Formal partnerships may take several forms and the Board supports partnerships that:
    - 1.1.1. Are consistent with the values, goals and objectives of the educational program.
    - 1.1.2. Serve an identifiable educational need.
    - 1.1.3. Mutually benefit all partners consistent with these guidelines.
    - 1.1.4. Emphasize contributions of time, talent and expertise.
    - 1.1.5. Support existing curriculum and are consistent with existing policy.
    - 1.1.6. Do not provide financial gain to a district employee or direct or indirect benefit to employees' families or friends unless such benefit is disclosed in advance.

## Policy 2.## - Former Business-Education Partnerships

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- 1.1.7. Do not directly or indirectly exploit students or exert pressure to compel students, parents, or the school community to support any commercial enterprise.
  - 1.1.8. Adhere to a standard of public trust.
  - 1.1.9. Are for a specific term agreed to by both parties and are subject to periodic review.
  - 1.1.10. Are based on shared objectives and expectations.
  - 1.1.11. Recognize and respect each partner's expertise.
  - 1.1.12. Identify clearly defined roles and responsibilities for all partners.
- 1.2. The Superintendent will endeavour to ensure equity of partnership opportunities across the district.
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- 2. Corporate Sponsorships and Donations
  - 2.1. Cash donations or donations of goods and services must satisfy the charitable purposes requirements of the Income Tax Act.
  - 2.2. In respect of corporate sponsorships or donations, there shall be no actual or implied obligation to purchase any product or services.
  - 2.3. There will be no use of corporate logos and slogans on any physical signage within the district. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.



## **POLICY 2.60 ~~5055 FORMAL BUSINESS/EDUCATION PARTNERSHIPS, AND~~ CORPORATE SPONSORSHIPS AND DONATIONS**

The Board of Education supports the establishment of formal partnerships between schools and business ~~or /~~community organizations. Such ~~agreements-partnerships~~ are ~~to be established to provide benefit to each partner and to only when appropriately enhance~~ the educational programs of students ~~are appropriately enhanced~~.

Further, the Board ~~of Education~~ acknowledges and values the many informal associations and connections between schools and business ~~or /~~community organizations.

The Board believes that selling or providing access to a captive audience in the classroom for commercial purposes could be considered as a violation of the safe and secure environment for students. The sale, the promotion of sales or the support of sales by canvassing, advertising or by other means on the part of any commercial enterprise is prohibited.

The Board also believes the receiving of donations and related issuance of official charitable donation receipts can contribute to the advancement of education in the school district. Official charitable donation receipts can only be issued in compliance with the requirements of the Income Tax Act.

The Board ~~of Education~~ expects that the ~~same~~ criteria set out in the ~~regulations-guidelines~~ to this policy will serve as a standard for ~~all~~ formal partnership interactions in the district.

### ~~REGULATIONS~~GUIDELINES

1. Formal partnerships may be initiated at the school or district level but, in all cases, will be submitted to the offices of the Superintendent ~~and/or~~ of the Secretary-Treasurer for evaluation. ~~prior to going before the Board of Education for ratification.~~
  - ~~2.1.1.~~ Formal partnerships ~~between an organization and the district~~ may take several forms and the Board ~~of Education~~ supports ~~business/education~~ partnerships that:
    - ~~2.1.1.1.~~ Are consistent with the values, goals and objectives of the educational program.
    - ~~2.2.1.1.2.~~ Serve an identifiable educational need.
    - ~~2.3.1.1.3.~~ Mutually benefit all partners consistent with these guidelines.
    - ~~2.4.1.1.4.~~ Emphasize contributions of time, talent and expertise.

## Policy 2.## - Former Business-Education Partnerships

~~2.5.1.1.5.~~ Support existing curriculum and are consistent with existing policy.

~~2.6.1.1.6.~~ Do not provide financial gain to a district employee or direct or indirect benefit to employees' families or friends unless such benefit is disclosed in advance.

~~2.7.1.1.7.~~ Do not directly or indirectly exploit students or exert pressure to compel students, parents, or the school community to support any commercial enterprise.

~~2.8.1.1.8.~~ Adhere to a standard of public trust.

~~2.9.1.1.9.~~ Are for a specific term agreed to by both parties and are subject to periodic review.

~~2.10. — Ensure sponsor recognition and corporate logos are for identification rather than commercial purpose, and are therefore kept to a minimum.~~

~~2.11.1.1.10.~~ Are based on shared objectives and expectations.

~~2.12.1.1.11.~~ Recognize and respect each partner's expertise.

~~2.13.1.1.12.~~ Identify clearly defined roles and responsibilities for all partners.

~~3.1.2.~~ The ~~Board of Education~~Superintendent will ~~make every effort~~endeavour to ensure equity of partnership opportunities across the district.

~~All partnerships between the Board of Education and other agencies shall be reviewed by the Secretary-Treasurer and approved by the Board of Education.~~

## 2. Corporate Sponsorships and Donations

2.1. Cash donations or donations of goods and services must satisfy the charitable purposes requirements of the Income Tax Act.

2.2. In respect of corporate sponsorships or donations, there shall be no actual or implied obligation to purchase any product or services.

2.3. There will be no use of corporate logos and slogans on any physical signage within the district. To recognize sponsorships, temporary print and/or electronic media logos may be appended to district material.

~~4.~~





## **AP Administration 3 Survey and Questionnaire Approvals**

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Legislative References: None

Policy Reference: none

Collective Agreement References: None

Date: xxx

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### **Purpose**

The purpose of this Administrative Procedure is to set out the process to approve external requests for administration of surveys and questionnaires of staff or students.

### **Scope and Responsibility**

This procedure does not pertain to data collection prescribed by the Ministry of Education and Child Care, or the use of provincial indicator programs, including, but not limited to:

- UBC Early Development Instrument
- UBC Middle Years Development Instrument
- UBC Youth Development Instrument
- BC Adolescent Health Survey

This procedure does not apply to district developed surveys such as those designed to support strategic planning, student learning, staff wellness, etc.

In general, due to staff workloads, instructional time considerations, extensive surveys or questionnaires will not be approved.

The Superintendent is authorized by the Board to approve surveys and questionnaires to be administered to staff or students.

### **Responsibilities of Staff**

All staff have a responsibility to administer approved surveys and questionnaires of students. When authorized, staff participation is voluntary.

### **Approval Considerations**

1. A final version of the survey or questionnaire must be provided for consideration. Preliminary documents will not be reviewed.



2. Initial screening of an application will consider:
  - 2.1. Sensitivity: nature of the topic or questions as they relate to value-laden or sensitive issues.
  - 2.2. Intrusiveness: extent of disruption to students and/or teachers and classes or support staff; request for special arrangements within the school or district offices; need for involvement of district or school staff.
  - 2.3. Personal Information: infringement of personal or family privacy; naming of individuals, schools, staff, students, and/or parents in the report.
  - 2.4. Methodology: requirements of the research design for identification and selection of participants; quality of the research design, procedures and data analysis
  - 2.5. Timelines: time of year and duration of the study.
  - 2.6. Scope: proposed contact group, number of participants and schools or district offices involved.
  - 2.7. Relevance: meaningfulness and contribution to the improvement of education and/or knowledge of student learning.
  - 2.8. Confidentiality: procedures for guaranteeing anonymity and confidentiality, including storage and eventual disposal of data.
  - 2.9. Timeliness: number of studies in progress at a given time.
  - 2.10. Honorarium: assurance that no reward or honorarium is offered to research participants.
3. If the subject of the questionnaire or survey concerns sensitive or controversial matters, the Board must be advised and asked for direction.
4. Informed parent/guardian consent is required for all student surveying (reverse informed consent).
5. Any survey or questionnaire must describe in detail how with privacy will be maintained and the use of data gathered.
6. Researchers should be prepared to discuss or present their findings to school or district staff and parents/guardians in a manner that contributes to the knowledge and/or practice within the district.



## AP Administration 3 Survey and Questionnaire Approvals

Legislative References: None

Policy Reference: none

Collective Agreement References: None

Date: xxx

### Purpose

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This procedure does not pertain to data collection prescribed by the Ministry of Education and Child Care, or the use of provincial indicator programs, including, but not limited to:

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This procedure does not apply to district developed surveys such as those designed to support strategic planning, student learning, staff wellness, etc.

In general, due to staff workloads, instructional time considerations, extensive surveys or questionnaires will not be approved.

~~The Board of Education authorizes the~~ The Superintendent is authorized by the Board to ~~or designate~~ to approve research surveys and questionnaires to be administered to staff and students ~~in accordance with regulations.~~

### Responsibilities of Staff

All staff have a responsibility to administer approved surveys and questionnaires of students. When authorized, staff participation is voluntary.

### Approval Considerations



1. ~~The~~ A final version of the survey or questionnaire ~~requires~~ must be provided for ~~approval~~ consideration. Preliminary documents will not be reviewed.
2. Initial screening of an application will consider:
  - 2.1. Sensitivity: nature of the topic or questions as they relate to value-laden or sensitive issues.
  - 2.2. Intrusiveness: extent of disruption to students and/or teachers and classes or support staff; request for special arrangements within the school or district offices; need for involvement of district or school staff.
  - 2.3. Personal Information: infringement of personal or family privacy; naming of individuals, schools, staff, students, and/or parents in the report.
  - 2.4. Methodology: requirements of the research design for identification and selection of participants; quality of the research design, procedures and data analysis
  - 2.5. Timelines: time of year and duration of the study.
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  - 2.7. Relevance: meaningfulness and contribution to the improvement of education and/or knowledge of student learning.
  - 2.8. Confidentiality: procedures for guaranteeing anonymity and confidentiality, including storage and eventual disposal of data.
  - 2.9. Timeliness: number of studies in progress at a given time.
  - ~~1.1. Honorarium: assurance that no reward or honorarium is offered to research participants. The questionnaire or survey must be relevant to the mandate of the public schools.~~
  - 2.10.
3. If the subject of the questionnaire or survey concerns sensitive or controversial matters, the Board must be advised and asked for direction.
- ~~2. The final version requires approval of the Superintendent.~~
4. ~~Participation in surveys or completion of questionnaires shall be voluntary and in the case of students, informed~~ Informed parent/guardian consent is required for all student surveying (reverse ~~d~~ informed consent).
- ~~3.~~
5. Any survey or questionnaire must describe in detail how ~~Due care shall be taken~~ with respect to privacy will be maintained and the; use of data gathered; ~~and infringement on instructional time.~~



- 4.6. Researchers should be prepared to discuss or present their findings to school or district staff and parents/guardians in a manner that contributes to the knowledge and/or practice within the district.